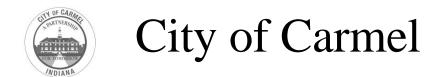


# City of Carmel

### **Public Event Sign Permit**

Per Carmel Unified Development Ordinance SI 5.39(Q) and Ordinance D-1647-03

Non-profit Organization		
Name:		
Address:		
Phone #:	Website:	
Contact Person		
Name:		
Phone #:	Email:	
<u>Event</u>		
Name:		
Date:	Time:	
Location:		
Purpose of Event:		
Charity(ies) involved (if any):		
Registration deadlines (if any):		
Rike Parking	will be provided	at event (check if yes)
Banner Info	wiii be provided	at event (check if yes)
<u> </u>		
<u>Time restrictions on banners:</u>		
<ul> <li>Preferred banner dates (max 2 weeks):</li> </ul>		Approved banner dates (Dept. use only):
Preferred reader board dates (max 1 we	eek: Wed-Wed):	Approved reader board dates (Dept. use only):
Banners located only at event site may	— be posted for entire	e approved time.
<ul> <li>NEW!!! Banner proof from Print Compa granted.</li> </ul>	iny needs to be sul	omitted with application before approval will be
Banner size: 3' x 8' horizontal format for Ca Other formats allowed for eve		
Information required on banner.	Banner location	on requested (Check all that apply):
<ul> <li>Name of Organization</li> <li>Name and location of Event</li> <li>Date and time of Event</li> <li>Contact information</li> </ul>	Event location  Merchants Square Reader Board (see pg. 2)	
<b>Note:</b> Applicant is responsible for creating and removing sign within the designated to The City of Carmel asks that the Applican its sign is properly secured at all times. We for your cooperation. Good luck with your	ime period. t make sure e thank you	Dept. use only



#### **Merchants Square Electronic Message Board Guidelines**

The sign is located at the northwest corner of Keystone Ave. and 116<sup>th</sup> Street

- Only those organizations the City of Carmel has approved a declaration for will be considered for a public event message to be run on the Merchant's Square Message Board.
- All public event messages will be submitted on the approved Merchant's Square Message Board form. The form must be completely filled out to be considered.
- The message request should be submitted no earlier than four weeks before the event to be advertised. The message will not begin to be run until two weeks before the event. However, it may only run for one week: Wednesday to Wednesday.
- BE VERY BRIEF IN CONSTRUCTING YOUR MESSAGE. Limit your message to 15 letters maximum per line with a maximum of six lines. The lines do not scroll. See the approved form that must submitted on page three.
- The City of Carmel and the Ramco-Gershenson Company reserve the right to reject any message.
- All messages will be presented in the same electronic format. Please do not request Ramco-Gershenson to change their public event format.
- Docket No. V-6096 Merchant Square Identification Sign agreement stated that 33% of the sign's time (20 minutes per hour) would be allocated to civic/public service message. Therefore, the number of times any one message will be displayed will be determined by the number of message requests submitted for a given time period.

Contact at Carmel City Hall: Ross Pietrzak

City of Carmel

Department of Community Services 1 Civic Square Carmel, IN 46032 PHONE: 317-571-2417 rpietrzak@carmel.in.gov



# City of Carmel

### **Public Event Announcement Form**

Merchant's Square Electronic Message Board

Organization: _		
Contact Name:		
Address:		
Phone:		Fax:
e-mail:		
Date to start me (Maximum 1 we	essage:eek: Wednesday – Wednes	Date to end message: sday)
The maximum num		imum number of characters, including spaces, is 15 per line Be as brief as possible to get your message across to the
1	. — — — — —	
2		
3		
4		
5		
6		
Send this to:	Ross Pietrzak City of Carmel Department of Communi	ity Services

1 Civic Square Carmel, IN 46032

PHONE: 317-571-2417 rpietrzak@carmel.in.gov